

राष्ट्रिय वाणिज्य/नेपाल बैंक लिमिटेड
तह ४ र ५ सहायक पदको खुला प्रतियोगितात्मक परीक्षा (कम्प्युटर)

1. In Windows operating system it is a window that is used to display text or to receive text from you. The type of text it displays or the type of text you are asked to provide depends on the application or the situation.

- a) Control's Focus
- b) Dialog Boxes
- c) Command Buttons
- d) Text Boxes**

2. Anything written on the screen is called _____

- a) cursor
- b) text**
- c) folder
- d) boot

3. To change written work already done.

- a) file
- b) edit**
- c) cut
- d) close

4. A _____ contains buttons and menus that provide quick access to commonly used commands.

- a) toolbar**
- b) menu bar
- c) window
- d) find

5. A symbol or question on the screen that prompts you to take action and tells the computer what to do next _____.

- a) scanner
- b) questionnaire
- c) prompts and dialog box**
- d) information seeker

6. A (n) _____ is created by an application.

- a) executable file
- b) software program
- c) document**
- d) operating system

7. A key that will erase information from the computer's memory and characters on the screen.

- a) edit

b) delete key

c) dummy out

d) trust key

8. Ctrl, shift and alt are called _____ keys.

a) adjustment

b) function

c) modifier

d) alphanumeric

9. Applications are often referred to as

a) data file

b) executable files

c) system software

d) the operating system

10. What menu is selected to cut, copy and paste?

a) File

b) Edit

c) Tools

d) Table

e) None of the above

Answer: (b)

11. The blinking symbol which indicates the next character will appear at which place, is called

a) Delete key

b) Control key

c) Cursor

d) Return key

12. To display the contents of a folder in Windows Explorer you should _____.

a) click on it

b) collapse it

c) name it

d) give a password

13. To shrink a window to an icon _____.

a) open a group window

b) minimise a window

c) maximise a window

d) restore a window

14. What is the name given to those applications that combine text, sound, graphics, motion video, and/ or animation ?

a) motionware

b) anigraphics

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- c) videoscapes
- d) multimedia**

15. Which of the following statements is false concerning file names?

- a) Files may share the same name or the same extension but not both.
- b) Every file in the same folder must have a unique name.
- c) File extension is another name for file type.
- d) The file extension comes before the dot (.) followed by the file name.**

16. Powerful key that lets you exit a program when pushed

- a) arrow keys
- b) spacebar
- c) escape key**
- d) return key

17. In Windows operating system when you delete a file or folder, it doesn't actually get deleted right away, it goes to the ———.

- a) Recycle Bin**
- b) Dust Bin
- c) Cycle Bin

18. The _____ key and the _____ key can be used in combination with other keys to perform shortcuts and special tasks.

- a) Control, Alt**
- b) Function, toggle
- c) Delete, Insert
- d) Caps Lock, Num Lock

19. In addition to the basic typing keys, desktop and notebook computer keyboards include a(n) _____ keypad to efficiently move the screen-based insertion point.

- a) editing
- b) number**
- c) locked
- d) docked

20. The _____ settings are automatic and standard.

- a) default**
- b) CPU
- c) peripheral
- d) user-friendly

21. Which of these keys is not on the number keypad?

- a) Ctrl**
- b) Del
- c) Enter
- d) Num Lock

22. To restart the computer _____ key is used.

- a) Del + Ctrl
- b) Backspace + Ctrl
- c) Ctrl + Alt + Del

d) Reset

23. If you do not want to select any option after opening a menu then click menu title again or press key _____ to close the menu.

- a) Shift
- b) Tab

c) Escape

d) F1

24. It is a visual aspect that indicates that a control is ready to receive input from you in Windows operating system

a) Control's Focus

- b) Dialog Boxes
- c) Command Buttons
- d) Text Boxes

25. Windows 95, Windows 98 and Windows NT are known as

- a) processors
- b) domain names
- c) modems

d) operating systems